

VMR-VRO GUIDELINE - MAILINGS TO VENDORS

Checklist Reference – None

What are “mailings”?

1. Vendor Registry tracks which vendors have supplied the State with either an application or W-9 to verify their TIN.
2. Those that have not submitted any paperwork are contacted by form letter. These are referred to as “mailings.”

How are the mailings being handled?

1. Mailings are done once a month.
2. The mailing list is first separated into categories, because different letters are sent to each:
 - a. Individual
 - b. Business
3. All responses are tracked and those who have not responded are contact again. Non-respondents are contacted four times.
 - a. First request
 - b. Second request
 - c. Third request
 - d. The fourth request is sent by the agency paying them.
4. Vendors failing to respond to all four requests are inactivated until a W-9 is received.
 - a. Failure to have a W-9 on file for each vendor can result in the reporting entity (state or institution of higher education) being liable for the 28% withholding if IRS should audit.
5. IRS recommends that W-9s be updated every five years.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.